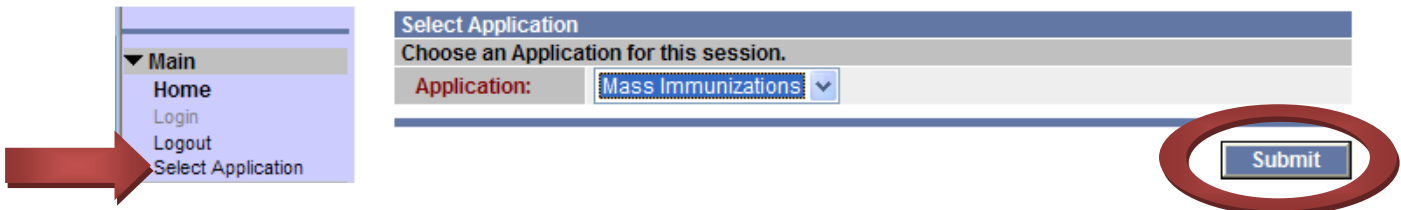


## Changing the Mass Immunizations Default Vaccination Date

After logging in, click on the **Select Application** prompt within the **Main** menu on the left-hand side of your screen. Select **Mass Immunizations** from the drop-down menu, and click **Submit**.



### CHANGING THE DATE FOR A SINGLE PATIENT:

1. On the Vaccination /Medication Add section of the Mass Immunization data entry screen, change the date in the default date box and hit tab on your keyboard to change all of the dates listed next to the vaccines to your date of choice.

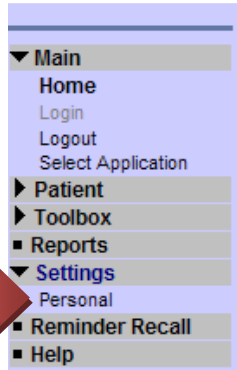
*Note: You will need to change the date in this way for each patient entered on a date other than today.*

Vaccine/Medicine	Date	Manufacturer / Lot
<input type="checkbox"/> Influenza split 36+ mos pres free	10/20/2009	
<input type="checkbox"/> Influenza split 6-35 mos pres free	10/20/2009	
<input type="checkbox"/> Influenza Nasal Spray	10/20/2009	
<input type="checkbox"/> Influenza Split	10/20/2009	
<input type="checkbox"/> MMR	10/20/2009	
<input type="checkbox"/> Novel H1N1,Injectable, 18+ Yrs	10/20/2009	
<input type="checkbox"/> Novel H1N1,Injectable, 36+ Mos	10/20/2009	
<input type="checkbox"/> Novel H1N1,Injectable, 48+ Mos	10/20/2009	
<input type="checkbox"/> Novel H1N1,Nasal	10/20/2009	
<input type="checkbox"/> Novel H1N1,Presv Free, 18+ Yrs	10/20/2009	
<input type="checkbox"/> Novel H1N1,Presv Free, 36+ Mos	10/20/2009	
<input type="checkbox"/> Novel H1N1,Presv Free, 48+ Mos	10/20/2009	
<input type="checkbox"/> Novel H1N1,Presv Free, 6-35 Mos	10/20/2009	
<input type="checkbox"/> --select--	10/20/2009	

**CHANGING THE DEFAULT DATE DISPLAYED ON ALL PATIENTS:**

This option should be used for entering several vaccinations for a single date in the past. You will either need to remove this default date to return the default date to today's date or change this default date as needed.

1. Once in the Mass Immunizations Module, expand the **Settings** heading on the left-hand menu and click **Personal**.



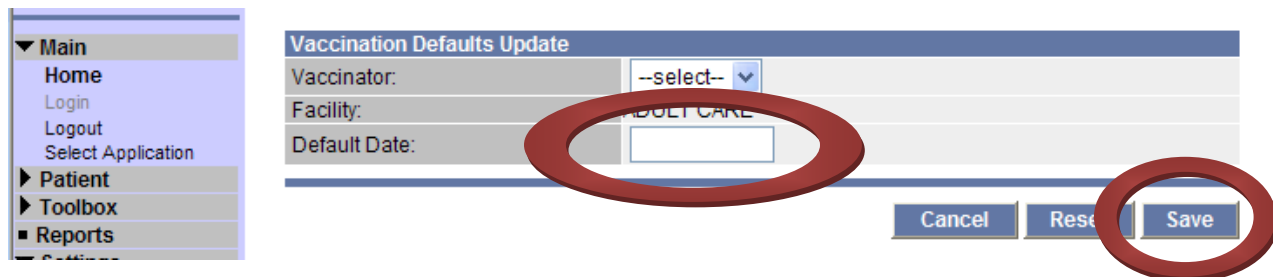
Personal Settings	
<b>Patient Defaults</b> <a href="#">click to update</a>	
City:	Zip Code:
State:	Phone Area Code:
Campaign:	
<b>Vaccination Defaults</b> <a href="#">click to update</a>	
Vaccinator:	Facility:
Default Date:	
<b>Lot Defaults</b> <a href="#">click to add</a>	
Vaccine Name	Manufacturer / Lot Number / Facility / Pub Supp / Exp Date

2. Click on the click to update text next to the **Vaccination Defaults** heading.



Personal Settings	
<b>Patient Defaults</b> <a href="#">click to update</a>	
City:	Zip Code:
State:	Phone Area Code:
Campaign:	
<b>Vaccination Defaults</b> <a href="#">click to update</a>	
Vaccinator:	Facility:
Default Date:	
<b>Lot Defaults</b> <a href="#">click to add</a>	
Vaccine Name	Manufacturer / Lot Number / Facility / Pub Supp / Exp Date

3. Type in the default date in a MMDDYY format and click **Save**.



Vaccination Defaults Update	
Vaccinator:	--select--
Facility:	ADULT CARE
Default Date:	
<a href="#">Cancel</a> <a href="#">Reset</a> <a href="#">Save</a>	